



# *Manager's Report*

## *for Council Meeting of January 10, 2006*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

Aesa Consulting, LLC.  
Binelli Coffee, LLC – DBA Daily Grind  
Champion Billiards Café II, Inc.  
General Nutrition Center #9905  
Lifetime Productions  
Lighthouse Reality Affiliated  
Magnolia Home Theater  
Mago Earth – DBA Dahn Yoga Center  
Marquise Enterprises, Ltd.  
Mind Your Business!, LLC  
Neighborhood Handyman Service  
Point to Point Limousines, Inc.  
Puccio's New York Deli  
SD Group, Inc.  
Straight Line Drafting  
Vo Telework

### **HUMAN RESOURCES**

New hires and terminations for the period of January 4, 2005 to January 17, 2006

#### **New Hires**

Christopher Conroy  
Dennis Darnes  
Timothy Diviney  
Nathan Schneider

#### **Position**

Utility Maintenance Worker II  
Senior Engineer  
Police Officer  
Maintenance Worker II

#### **Department**

WPCF  
DEPW  
Police  
Utility Lines

#### **Promotions**

None

#### **Transfers**

Christopher Conroy  
Roddy Annan

Maintenance Worker II  
Maintenance Worker II

Utility Lines  
Utility Lines

#### **Separations**

Lawrence Mangan  
Joshua Pratt

Police Officer I  
Maintenance Worker I

Police  
Streets

#### **Retirements**

None

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: DECEMBER 6, 2006 – JANUARY 3, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Homewood Suites (100 block of Fort Evans Road NE in front of Hampton Inn)	Request for Combined Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to construct a hotel.
Leisure Concept Duplexes (130 Fort Evans Rd NE – at intersection with Cedar Walk Circle)	Sketch Plan	1 <sup>st</sup>	Proposal to construct four duplex units and one single family detached dwelling.
First Citizens Bank (40 Catocin Circle)	Revision to Approved Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to extend the length of a fence along the property boundary adjacent to the residential uses.
Loudoun Street/South King Street Improvements	Capital Improvement Plan (CIP)	1 <sup>st</sup>	Proposal to construct various public improvements.
Banyan Cove TLES-2005-0021	Easement Plat Deed	1 <sup>st</sup>	Proposal to construct 15 multifamily townhouse units.
Oaklawn, Lots 4 & 5 TLBA-2005-0007	Boundary Line Adjustment Plat		Proposal to adjust a boundary line between Lots 4 and 5.
ECHO/Lawson Road Industrial Park, Parcel 1B TLES-2005-0017 (73 & 75 Lawson Road SE)	Easement Plat and Deed		Proposal to create waterline and storm water management easements in conjunction with two proposed warehouse buildings totaling 258,500 square feet.
Dulles Greenway – Battlefield Parkway Interchange TLPF-2005-0015	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct an interchange connecting the Dulles Greenway and proposed Battlefield Parkway extension.
Northeast Leesburg Street Improvements TLCI-2003-0008	Capital Improvement Plan (CIP)	2 <sup>nd</sup> Landscape Plan Sheet	Proposal to revise landscape plan sheet with arborist report.
Wolf Furniture @ Leesburg Sport & Health Club TLZM-2005-0004 (131 Fort Evans Road NE)	Rezoning Referral	1 <sup>st</sup>	Proposal to rezone the Leesburg Sport & Health Club parcel to allow for a furniture warehouse store.
Comfort Suites (80 Prosperity Avenue SE)	Sketch Plan	1 <sup>st</sup>	Proposal to construct an addition to the existing hotel.
6 Wirt Street NW TLPF-2005-0018	Preliminary/Final Development Plan		Proposal to construct a 3,828 square foot, 3-story office building.
Town of Leesburg Executive Airport TLBA-2005-0001	Boundary Line Adjustment Plat	4 <sup>th</sup>	Proposal to adjust certain property boundaries.
Leesburg Auto Park (300 block of East Market Street SE) TLPF-2005-0013	Preliminary Development Plan	1 <sup>st</sup>	Proposal to construct four buildings totaling 100,000 square feet for use as automobile dealerships on 16.88 acres.
Leesburg Airport Commerce Park Road Improvements	Request for Combined Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to construct certain pubic road improvements (extension of Miller Drive).

<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: DECEMBER 6, 2006 – JANUARY 3, 2006</b>			
<b>Project Name (Address/Location)</b>	<b><u>Project Type</u></b>	<b>Submission Number</b>	<b>Proposal Description</b>
Oaklawn Townhouses – Section 1 TLCD-2005-0001	Construction Drawings	2 <sup>nd</sup>	Proposal to construct townhouses.
ECHO/Lawson Road Industrial Park, Parcel 1B TLES02005-0017 (73 & 75 Lawson Road SE)	Easement Plat and Deed		Proposal to create waterline and storm water management easements in conjunction with two proposed warehouse buildings totaling 258,500 square feet.
Leesburg Veterinary Specialists (165 Fort Evans Road NE)	Deed of Right-of-Way Dedication an Creation of Various Easements	1 <sup>st</sup>	Proposal to dedicate public right-of-way and various public easements in conjunction with a proposal to construct an 18,300 square foot veterinary clinic.
Cornerstone Chapel Building Addition TLDW-2005-0005 (742 Miller Drive SE)	No Adverse Impact Certification Plan	2 <sup>nd</sup>	Proposal to construct a 3,600 square foot building addition onto a church daycare facility.
River Creek Village TLPF-2005-0008 (1400 block of Edwards Ferry Road NE)	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct 133,000 square foot of retail and office including one stand-alone sit-down restaurant.
Leesburg Commerce Center TLPF-2005-0018	Preliminary/Final Development Plan (Revised Sheets 11 & 12)	2 <sup>nd</sup> Revised	Proposal to construct 91,816 square feet of office and retail uses in two 3-story office building.
First Citizen Bank (40 Catoctin Circle NE)	Revision to Approved Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to extend the length of a fence along the property boundary adjacent to the residential uses.
Town of Leesburg Executive Airport TLBA-2005-0001	Boundary Line Adjustment Plat	4 <sup>th</sup>	Proposal to adjust certain property boundaries.
Town of Leesburg Executive Airport TLBA-2005-0002	Boundary Line Adjustment Plat	4 <sup>th</sup>	Proposal to adjust certain property boundaries.
Wolf Furniture @ Leesburg Sport and Health Club TLZM-2005-0004 (131 Fort Evans Road NE)	Rezoning Referral	1 <sup>st</sup>	Proposal to rezone the Leesburg Sport & Health Club parcel to allow for a furniture warehouse store.
Oaklawn, Lots 4 & 5 TLBA-2005-0007	Boundary Line adjustment Plat		Proposal to rezone the Leesburg Sport & Health Club parcel to allow for a furniture warehouse store.
Sycolin Road Public Improvements @ Cornerstone Chapel	Plat of Right-of-Way Dedication and dedication of various easements	1 <sup>st</sup>	
Arcadia Floodplain Alteration (33 Sycolin Road SE)	Floodplain Study Alteration	1 <sup>st</sup>	Revising the floodplain to accommodate a proposed office building and associated parking.
Meadowbrook Estates, Tract B, Block 6, Lots 2, 3, 4 and 5 TLBA-2005-0008	Boundary Line Adjustment Plat	1 <sup>st</sup> (Revised)	Proposal to adjust certain property boundaries.
Leesburg Plaza Shopping Center TLES-2005-0027	Easement Plat	2 <sup>nd</sup>	Proposal to vacate a 20 foot sanitary sewer easement.

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
DECEMBER 6, 2005 – JANUARY 3, 2006**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Town of Leesburg Executive Airport TLBA-2005-0001	Boundary Line Adjustment Plat	5 <sup>th</sup>	Proposal to adjust certain property boundaries.
Catoctin Circle Centre TLPF-2004-0012 (0-100 block of Catoctin Circle NE)	Final Development Plan	5 <sup>th</sup>	Proposal to construct a 99,200 square foot retail center (including a restaurant and office/retail uses) and related infrastructure.
Leesburg Airport Commerce Park Road Improvements	Request for Combined Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to construct certain public road improvements (extension of Miller Drive).
Leesburg Plaza Retail Building, Out Parcel A	Request for Combined Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to develop a retail pad site.
Leesburg Plaza Retail Building, Out Parcel B	Request for Combined Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to develop a retail pad site.
South King Street Drainage Study	Capital Improvement Plan (CIP)	1 <sup>st</sup>	Proposal to construct various public improvements.
Star Pontiac, Buick, GMC Building Expansion TLRD-2005-0011	Revision to Approved Development Plan	1 <sup>st</sup>	Reducing the size of the building.
Kincaid Forest, Section 3 TLPS-2005-0002	Preliminary Subdivision Plat	2 <sup>nd</sup>	Proposal to construct 38 single family attached residential dwelling (townhouses).

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:  
DECEMBER 6, 2005 – JANUARY 3, 2006**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn, Lots 4 & 5 TLBA-2005-0007	Boundary Line Adjustment Plat		Approved- proposal to adjust a property boundary line.
ECHO/Lawson Road Industrial Park, Parcel 1B TLES-2005-0017 (73 & 75 Lawson Road SE)	Easement Plat and Deed		Recorded – proposal to create waterline and storm water management easements in conjunction with two proposed warehouse buildings totaling 258,500 square feet.
Banyan Cove TLPF-2005-0002	Final Development Plan	4 <sup>th</sup>	Signature sets – proposal to construct 15 multifamily townhouse units.

**ZONING DIVISION**
**Zoning Permits Issued Residential**

4 SFD – Turner Wilson

2 SFD - Stowers

**Zoning Permits Issued Commercial**

801 Sycolin Road, SE – Office Building Leesburg Air Park - \$3,000,000

**Occupancy Permits Issued Residential**

5 SFD – Rosebrook

8 SFA – Potomac Crossing

1 SFA – Potomac Station

12 SFD – Evergreen Meadows

1 SFD – Beauregard Estates

**Occupancy Permits Issued Commercial**

510-H East Market Street – Champion Billiards – Leesburg Plaza

510-C East Market Street – Game Stop – Leesburg Plaza

241 Ft Evans Road – Daily Grind

**SPECIAL EXCEPTIONS: 5 ACTIVE, 1 APPROVED & 1 UNDER ACCEPTANCE REVIEW**

1. TLSE-2004-0018 Gatehouse Networks/Edwards Landing. Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.
2. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center. The applicant, Vasily Mulyar, seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and outdoor vehicle sales area. The application was accepted for review on March 15, 2005. A public hearing before the Planning Commission was held on September 22, 2005 and at its regular meeting on October 6, 2005 the Planning Commission recommended conditional approval of this application by a vote of 4-2 (1 absent). The Town Council public hearing was held on November 8, 2005 and the applicant requested a deferral of the vote on the application to the December 13, 2005 Council meeting, with another request to defer the vote until the January 10, 2006 Council meeting.
3. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE. The applicant seeks to obtain special exception approval to convert an existing office use to a 1,285 square foot homeless warming center. The application was accepted for review on September 8, 2005. First submittal referral comments were due October 21, 2005 and were forwarded to the applicant. The application was resubmitted on November 23, 2005 and second submittal referral comments were due from staff on December 29, 2005.
4. TLSE -2005-0004 Carr Tank #2 Water Storage Tower. Located at the northwest quadrant of the intersection of Fort Evans Road and Battlefield Parkway. The applicant, Town of Leesburg Department of Utilities, seeks to obtain special exception approval to construct a 1.5 million gallon elevated water storage tank. The application was accepted for review on July 5, 2005. A public hearing before the Planning Commission was held on October 20, 2005, at which time the Commission voted 5-0 (2 absent) to recommend conditional approval of the application to Council. A public hearing was held before the Town Council on November 22, 2005. At its regular meeting on December 13, 2005 the Council voted 7-0 to approve the application with conditions.
5. TLSE-2005-0006 Commerce Bank Drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street. The applicant, Commerce Bank N.A., seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005. First

submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.

6. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street. The applicant, Loudoun Country Day School, seeks to obtain special exception approval to make permanent two classroom buildings that were approved under #SE 2001-02. The application was accepted for review on September 20, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.

7. TLSE-2006-0001 Enterprise Rent-A-Car. Located in the Virginia Village Shopping Center in the northwest quadrant of the intersection of Catoctin Circle and Harrison Street, the applicant Enterprise Rent-A-Car seeks to obtain special exception approval to relocate their existing vehicle rental facility from the Bellewood Commons Shopping Center to a site in Virginia Village. The application was accepted for review on January 5, 2006 and first review comments are due January 27, 2006.

#### **REZONINGS: 3 ACTIVE, 1 PENDING**

1. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 multi-family units with 90 units in a two-over-two configuration to resemble townhouses, the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005 and at its regular meeting on November 17, 2005 the Planning Commission recommended approval of the project by a vote of 4-3 with proffers. A Town Council public hearing is scheduled for January 24, 2006.

2. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.

3. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council. A Town Council public hearing is scheduled for January 24, 2006.

4. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant, S&H Loudoun, L.L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit a furniture warehouse store. The plans were officially accepted for review on October 17, 2005. Staff is awaiting a revised submission.

#### **TOWN PLAN AMENDMENTS**

The Zoning Division is not processing any Town Plan Amendments at this time.

#### **ZONING ORDINANCE AMENDMENTS: 1 ACTIVE**

ZOAM-2005-0002 Expansion of H-1 Overlay District: Council initiated amendments to the Zoning Ordinance on October 12, 2005 to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council. A Town Council public hearing is scheduled for January 24, 2006.

#### **BOARD OF ZONING APPEALS CASES**

No cases filed at this time.

#### **BOARD OF ARCHITECTURAL REVIEW CASES**

The next scheduled B.A.R meeting is Wednesday, January 18, 2005 at 7:30 p.m. A total of 14 cases are on the agenda.

#### **WATER & SEWER ADMINISTRATION**

##### **During this time frame there were:**

- 11 Public Facility Permits issued totaling \$208,384
- 22 work orders issued for meter sets
- 58 requests for occupancy inspection were issued.

##### **Capital Projects Update**

- 13 plans and 15 right-of-way permits were received and reviewed with two requests for water and sewer system computer modeling.
- The Carr Tank No. 2 and Rt. 643 Tank Special Exception (SE) applications have both gone through the Town and County Planning Commission approval process. The Town Council approved the special exception at the December 13 meeting and the Loudoun County public hearing is scheduled for this month.
- Staff continues to meet with County staff regarding the extension of utilities to Philip A. Bolen Park. The mid-year budget request for funding has been rejected by the Loudoun County Board of Supervisors.
- The Utility Maintenance Building project bids have been received and should be awarded soon.
- Applications for grading and building permits for the expansion of the Water Treatment Plant have been submitted to Loudoun County.
- A proposal for design of the Lower Sycolin Sewer System has gone out for bids.

## TOWN OF LEESBURG

Full-time vacancies as of December 30, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Airport</b>	1	Director	8/18/05	√	√				
<b>Eng &amp; PW</b>	2	Senior Engineer (Plan Review)	7/14/05	√	√	√	√	√	√
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√			
<b>Finance</b>	1	Accounting Assoc. II	10/28/05	√	√	√	√	√	√
<b>Human Resources</b>	1	HR Director	6/30/05	√	√	√			
<b>Planning &amp; Zoning</b>	1	Planner- Plan Rev.	10/21/05	√	√	√			
	1	Sr. Planner	10/21/05	√	√				
	1	GIS Technician	10/21/05	√	√				
	1	Transportation Planner	10/21/05	√	√	√			
<b>Police</b>	7	Police Officer I*	4/7/05	√	√	√			
<b>Utility Lines</b>	1	Equipment Operator	10/24/05	√	√	√	√	√	√
	2	Maintenance Worker II	10/24/05	√	√	√	√	√	√
<b>WPCD</b>	1	Utility Maintenance Worker II	10/25/05	√	√	√			
	1	Utility Plant Operator or Utility Plant Operator Trainee	12/28/05	√					
<b>Total</b>	22								

\* Please note the Police Department has filled 4 positions (one under the FY05 budget, plus three additional positions that have been approved for the first half of the FY06 budget). Three open positions remain under the second half of the FY06 budget.

John A. Wells